APPENDIX 2

RULE 5.63, PREPARATION OF ORDERS AND JUDGMENTS

Rule 5.63 PREPARATION OF ORDERS AND JUDGMENTS

Unless otherwise ordered by the court, counsel for the moving party shall prepare a formal order or judgment. Orders after hearing shall be prepared on brown paper and judgments shall be on pink paper. The order or judgment shall be prepared within 10 calendar days of the hearing, unless a transcript has been ordered within five calendar days of the hearing and paid for in a timely manner, in which case the order or judgment shall be prepared within seven calendar days of receipt of the transcript. The order or judgment shall be prepared so that at least two lines of text appear on the page upon which the judge's signature is affixed. No text may appear after the judge's signature.

The party preparing the order or judgment shall send it to the opposing side for approval as to form and content unless the court authorizes the preparer to submit it directly to the court. The recipient shall have 10 calendar days from date of mailing to review the order and, either sign it as prepared, or notify the proponent in writing of objections to its content. If the parties cannot agree on the language of the order, then within 45 days of the hearing or trial either party may submit the proposed order and any written objections by the other party to the judicial officer who made the ruling.

If the responding party fails to timely approve or object to the order or judgment the party who prepared the order shall send a second letter stating that he or she will submit the order or judgment as drafted to the court for signature if no written response to the order is received within five calendar days of the date of the letter. If there is no written response to the second letter, the party preparing the order may transmit the proposed order to the court clerk for signature by the judicial officer with a declaration explaining the circumstances and with copies of both communications.